



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

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JOB ADVERTISEMENT

JOB TITLE: Communications Assistant
JOB STATUS: Contractual, Temporary
DUTY STATION: Honolulu, Hawaii
APPLICATION DEADLINE: Open Until Filled

ORGANIZATIONAL BACKGROUND: Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPIs) of American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau, the Pacific Island Health Officers Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, with a field office in Hågatña, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (executive governing board) of the six USAPIs, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of ten executive, administrative and technical staff and a number of short and long-term consultants, have been tasked to provide technical assistance to the USAPI health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

SUMMARY OF DUTIES: The Communications Assistant (CA) will work under the direction and supervision of PIHOA's Communications Officer (CO). This position will be based at the PIHOA Honolulu office. This is currently a temporary contracted position whose continuation is dependent upon PIHOA's program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable federal/state laws. Pending the availability of funding, this position may be transitioned to a full-time, benefitted position.

The CA will support the PIHOA CO to implement PIHOA's various communications and social media activities to promote and disseminate PIHOA's work to the USAPI health departments and partners.

SCOPE OF POSITION

1. **Reports to:** Communications Officer (CO)
2. **Supervises:** None
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None
5. **Level of Interaction:** This is a responsible, creative, and demanding position requiring intermediate-level communications background, training, and experience. The CA will be expected to interact with tact, cultural sensitivity, and professionalism with a wide range of PIHOA staff, members, partners,

and audiences to collect, develop, and disseminate PIHOA communication materials and social media posts.

MAJOR DUTIES AND RESPONSIBILITIES

Provide a wide range of communications-related administrative support to the PIHOA CO, including but not limited to:

1. Draft, design, and edit communications materials as assigned such as program brochures and fact sheets, press releases, e-blasts, newsletters, and organization publications, including social media posts on the organizations' various social media platforms (LinkedIn, Facebook, etc.);
2. Assist in updating web content on PIHOA's website;
3. Adhere to and implement PIHOA's new branding strategy across all organizational out-facing/communications activities and materials, including providing relevant support to PIHOA staff to address/troubleshoot branding needs and ensure all required media, photo, and video release forms are distributed and signed by all the relevant parties;
4. As directed, respond to comments and messages posted to PIHOA's various social media accounts;
5. Archive and maintain a registry and catalog of PIHOA's communications materials for ease of reference and retrieval, including all completed and signed media, photo, and video release forms;
6. Administer PIHOA's calendars, schedules, and communication team meetings as assigned, including participating in PIHOA team meetings when required;
7. Set up and maintain a system to log all communications and social media requests from PIHOA staff to ensure consistent monitoring and timely completion of requests;
8. Update and maintain PIHOA's various distribution and social media contact lists; and
9. Performs other duties as assigned and appropriate to the scope and skillsets of the position.

PRIMARY QUALIFICATIONS

1. **Education:** Bachelor's degree in communications, public relations, marketing, or related field from an accredited tertiary institution.
2. **Job Experience:** Minimum of 2 to 5 years of relevant hands-on experience in a job-related communications role, including familiarity and experience working with various social media platforms, including, but not limited to, Facebook, LinkedIn, YouTube, Twitter, etc.
3. **Job Knowledge:** Proficient in online communication platforms such as Constant Contact, Canva, WordPress, and other similar platforms. Proficient in desktop publishing software like InDesign and Photoshop. Have an understanding of graphic design principles and concepts to ensure quality communication products. Able to take well-composed and quality photos that are appropriate for PIHOA's communication needs.

4. **Other Requirements:** Must have excellent English written and oral communication skills, including strong grasp of English grammar rules and etiquette. Must be proficient in Microsoft Office (MS) software applications such as MS Word, Publisher, PowerPoint, and Excel. Must be detail and deadline-oriented, inquisitive, open, with excellent time management skills and strong work ethic. Have demonstrated creativity in securing coverage and buzz with traditional media outlets. Ability to think creatively and strategically with an eye for quality and accuracy. Able to work in a team-oriented and flexible working environment.
5. **Travel:** Though travel is not likely to be required, must be willing and able to travel in the US mainland, Asia-Pacific region, and internationally, if needed, with possible long durations away from home duty station, including working in low-resource settings. PIHOA will cover all work-related travel expenses if this occurs.
6. **Citizenship and Other Requirements:** Must be a US citizen, or have valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa that allows for residency and employment in the US and its territories. Please be advised that PIHOA does not pay for passport and visa expenses. These will need to be valid and in good standing prior to PIHOA employment. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license.

COMPENSATION: As a contractual position, PIHOA will pay a flat hourly rate of \$25 per hour for all assigned work completed satisfactorily for a maximum of 40 hours per week.

TERM OF POSITION: To start immediately when filled. Continued contractual work will be determined by the availability of funding, organizational need, job performance, and compliance with all state and federal laws and regulations.

APPLICATION: Interested applicants are encouraged to submit the following electronically, with attention to Janet Camacho at hr@pihoa.org, with cc to Billie Hiraishi at billieh@pihoa.org:

- 1) **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above.
- 2) **Resume/Curriculum Vitae;** and
- 3) Minimum of **three (3) professional references** - these references must be from current and past employment supervisors based on the last 2-5 years of employment.

For any inquiries related to this vacancy, please direct them to Billie Hiraishi at billieh@pihoa.org.